

Springfield Ball Charter School



NOTICE OF VACANCY

TITLE OF VACANCY: Assistant Principal **DATE:** 06/07/22

LOCATION OF POSITION: 2530 East Ash Street, Springfield, IL 62703

START DATE: August 1, 2022 **HOURS PER DAY:** 8

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position.

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois Professional Educator's License with General Administrative Endorsement
2. Master's Degree in Educational Administration preferred
3. Four years of successful teaching experience, two years of which were with Middle Level students and/or two years of administrative experience or any combination thereof.
4. In-depth knowledge of instructional trends, school improvement process, change management, student assessment systems, technology usage in curriculum, public relations, and community outreach or involvement.

SPECIFIC RESPONSIBILITIES

1. Ability to communicate well and to apply leadership skills within a shared decision-making model
2. Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies and procedures.
3. Implement school-wide discipline program, track and report disciplinary outcomes
4. Functions as Middle Level Guidance Dean and provides for scheduling
5. Co-facilitate the student behavior management programs.
6. Participate and/or present in professional development activities.
7. Participate and/or present in school improvement activities.
8. Daily supervision of students including lunch room supervision.
9. Implementation of student assessment instruments (ie. MAP, IAR, etc.)
10. Assist with supervising and evaluating personnel.
11. Other duties as assigned.

APPLICATION DEADLINE: June 24, 2022

APPOINTMENT DATE: August 1, 2022

SALARY: Commensurate with experience

SELECTION PROCEDURE: Application, Interview, Selection

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Teacher Retirement

Please email request for application materials to:

twilliam@sps186.org

And mail materials to:

Tiffany Williams, Principal
Springfield Ball Charter School
2530 East Ash Street
Springfield, IL 62703
Telephone: 217-525-3275

THE BALL CHARTER SCHOOL IS AN AFFIRMATIVE
ACTION/EQUAL OPPORTUNITY EMPLOYER

6/22